



MISSOURI DEPARTMENT OF REVENUE
**REQUEST FOR INFORMATION OF LOCAL
LICENSE RENEWAL CURRENT/DELINQUENT
RECORDS AND NO TAX DUE ON-LINE ACCESS**

FORM
4379A
(REV. 05-2009)

Political Subdivision
of _____

POLITICAL SUBDIVISION

Name of Political Subdivision:

Street:

City:

State:

Zip Code:

Phone:

Fax:

ON-LINE NO TAX DUE ACCESS

Effective January 1, 2009 the possession of a statement from the Department of Revenue stating no tax is due under section 143.191 to 143.265.RSMo, (withholding tax) or sections 144.010 to 144.510, RSMo, (sales tax) shall be prerequisite to issuance or renewal of any city or county occupation license or any state license required for conducting any business where goods are sold at retail. Through the On-Line No Tax Due System, a political subdivision may determine if a business has "no tax due" without requiring a certificate to be issued by the Department. The information obtained from the on-line system is strictly confidential according to Section 32.057, RSMo. Persons authorized to access taxpayer information may only do so in the performance of their official duties.

☐ I am Requesting Access to the On-Line No Tax Due System

ANNUAL NO TAX DUE REPORTS

Pursuant to the provisions of Sections 32.057 and 144.121, RSMo, formally requests to inspect or audit any and all records requested below pertaining to the administration, collection and enforcement of its sales and requires all merchants to be current in the payment of all sales/use tax to the Director of Revenue before renewing their business license. We request that your office notify all delinquent taxpayers within our jurisdiction that they will be required to present a statement of No Tax Due in order to renew their business license and provide us with a report of all clear accounts and a report of all delinquent accounts within our jurisdiction.

☐ I am Requesting Current/Delinquent Reports

Reports should be sent ____/____/____ Merchants must renew by ____/____/____

Send Reports to the Attention Of:

Title:

AUTHORIZED INDIVIDUALS RECEIVING/REVIEWING REPORT(S) AND/OR ACCESS TO ON-LINE NO TAX DUE

| | | |
|----------------|--------|----------------------|
| PRINT NAME : | TITLE: | EFFECTIVE DATE: |
| EMAIL ADDRESS: | | |
| SIGNATURE: | | DATE: ____/____/____ |
| PRINT NAME : | TITLE: | EFFECTIVE DATE: |
| EMAIL ADDRESS: | | |
| SIGNATURE: | | DATE: ____/____/____ |
| PRINT NAME : | TITLE: | EFFECTIVE DATE: |
| EMAIL ADDRESS: | | |
| SIGNATURE: | | DATE: ____/____/____ |

CHIEF EXECUTIVE AUTHORIZATION

As chief executive of the political subdivision, I authorize and hereby confirm that the individual(s) named above will receive and/or perform the inspection or audit on behalf of the political subdivision. We have reviewed and will comply with Sections 144.121, 144.122, and 32.057, RSMo pertaining to the strict confidentiality of all records of the Missouri Department of Revenue to which access has been granted.

Print Name:

Title:

Date:

Signature:

Mail completed form to: Missouri Department of Revenue, Taxation Division, P.O. Box 3666, Jefferson City, MO 65105-3666
or fax to: (573) 522-1265.

FOR DEPARTMENT USE ONLY

| | | |
|---------------|-------------|--------------|
| DATE RECEIVED | COUNTY CODE | CITY CODE(S) |
|---------------|-------------|--------------|

REQUEST FOR INFORMATION OF LOCAL LICENSE RENEWAL CURRENT/DELINQUENT RECORDS

Sections 32.057 and 144.121, RSMo allow the Missouri Department of Revenue to release sales and local option use tax information to political subdivisions that have imposed a sales or local option use tax. It is important to note that this tax information is confidential and may only be used according to the provisions of Section 32.057, RSMo.

To receive this tax information, the appropriate authorized chief executive of your political subdivision must complete, and sign the Missouri Department of Revenue Form 4379A. You must identify the person authorized to receive this information, please identify each person. If the person authorized to receive this information changes, complete a new form. If more than three persons will be authorized to receive reports, please submit an attachment with the required information.

Each political subdivision must complete this form each year to renew passwords and maintain access to the online license no tax due system.

In order to ensure that your request will be processed in time for your renewal, mail or fax the completed form one month before you would like to receive the information and have the Department of Revenue notify delinquent taxpayers. If this form is not properly completed, we will return it for the additional information.

If requesting the annual no tax due reports, the Department will provide this information on a compact disk. Prior to mailing you the compact disk we will provide information regarding how to access the disk. Requests will no longer be sent in paper format.

Please return the completed form to the Missouri Department of Revenue, Taxation Division, P.O. Box 3666, Jefferson City, Missouri 65105-3666 or fax it to (573) 522-1160. If you have questions regarding your request or we may be of other assistance, please contact the Taxation Division at the above address or call (573) 751-9268.